

CAJS-HR-AGR (600-5-2)

MEMORANDUM FOR

SUBJECT: Transmittal of Selection Packets - AGR Announcement #

1. Attached is the Certificate of Applicants for the above position. The board will consist of at least three members, plus a recorder as a non-voting member. Each board member must exceed the grade or date of rank of all applicants. All board members will complete an appraisal Worksheet for each applicant. The recorder will complete the consolidated results of the Appraisal Worksheets. In the event there is only one applicant, all board members must sign an AGR Board Member's Appraisal Worksheet for Applicant acknowledging review of packet.
2. The selectee will normally be the applicant with the highest total score. If the selectee is not the applicant with the highest score, specific justification must be included. The remaining applicants will be ranked of an order of merit listing from highest to lowest total score and will be annotated on the Certificate of Applicants. This merit listing will be used to select an applicant should the selectee become disqualified. This merit listing will be used to select an applicant as a vacancy becomes available.
3. After determining a selectee, the attached selection packets must be completed and returned. The selection will not be official until board results are approved and an effective date is established by this office.
4. Point of contact at this headquarters is AGR Staffing NCO at DSN 466-3404/3352 or commercial (916) 854-3404/3352. Correspondence should be directed to this headquarters, ATTN: CAJS-HR-AGR.

FOR THE ADJUTANT GENERAL:

5 Encls

1. Board Appointment
2. Board Proceedings
3. Appraisal Worksheets
4. Consolidated Appraisals
5. Applicants' Packets

LAWRENCE D. COOPER
COL, OD, CAARNG
Director of Human Resources